E Salem ISTATE SITY

<u>navcenter@salemstate.edu</u> Phone: 978.542.8000 Fax: 978.542.8520

Student Navigation Center

How to: 1098-T e-Consent

1. Log into Navigator.

& Salem State	₹ GL	lest		8
sign In	Create Account	Account Help	Class Search	
	Q	.	Q	

2. Once at the Student Homepage, click on "Financial Account".



3. Located in the menu bar, click on "Student Accounts".

 Student Homepage 	SSU Financial Account
< Student Homepage Student Accounts Make a Payment Enroll in a Payment Plan Make a Housing eDeposit Make an Acceptance eDeposit Student Health Insurance	SSU Financial Account View Student Account, Make Secure Payments and Deposits Click Here to access Touchnet, Salem State's secure electronic billing and payment system.
 Manage ClipperCard Account Dining Plan Upgrade 	
🔚 Waive Commuter Dining Plan	
T Waive MassPIRG Fee	
VA Certification Request	

4. Click on the "Click Here" link to access TouchNet.

Student Homepage	SSU Financial Account
Student Accounts	View Student Account, Make Secure Payments and Deposits
📄 Make a Payment	Click Here to access Touchnet, Salem State's secure electronic billing and payment system.
Enroll in a Payment Plan	
T Make a Housing eDeposit	
T Make an Acceptance eDeposit	
T Student Health Insurance	
T Manage ClipperCard Account	
Dining Plan Upgrade	
Waive Commuter Dining Plan	
T Waive MassPIRG Fee	
T VA Certification Request	

5. Select the home icon in the upper left-hand corner on the gray banner.



6. Once at the TouchNet home page, click on "Consent and Agreements" button on the right hand menu.

🔄 Salem 🛙 🕄 🗠 🖉								Logged in as: Bursar1 Test Logout ()
👫 My Account Make Payment Pay	ment Plans Deposits Refunds	Help						
Announcement	Student Account					ID: xx	xx9985	My Profile Setup
Spring Financial Aid disbursements begin on February 16. To receive your refund faster, sign up for Direct Deposit through the Refunds tab.	Balance \$10,778.67			10,778.67	Authorized Users			
					View Activi	ty Make	Payment	Personal Profile
	Payment Plans							
	Spring 2021 Test itemized					5	2,878.67	Payment Profile
	Description	Due I	Date		Amou	nt	Action	Security Settings
	Installment 4 of 5	4/1/21			\$575.74 0		۰	
	Installment 5 of 5	5/1/2	1		\$575.	73	•	Consents and Agreements
	Balance Not Included in Pla	n				\$	7,900.00	Electronic Refunds
	Scheduled Payments							
	Description	Payer	Date	Method	Status	Amount	Action	
	Spring 2021 Test itemized Installment 1 of 5	Bursar1 Test	1/1/21	BOA Test	Scheduled	\$575.73	۰	

7. Once in your "**Consents and Agreements**" page, you will be able to view your consents. Click on "Change".



8. A pop up will appear. Please read the section carefully and accept the option you prefer.



8. Accept Consent to agree to paperless. I Do Not Consent to return to paper copy. Please note, the eConsent is not confirmation you will receive a 1098-T Tax Form this year. If eligible, the form will allow electronic delivery. Eligible students can expect delivery by January 31. For additional questions, please contact the Student Navigation Center at navcenter@salemstate.edu.